

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
O.M.B. Series

**BUDGET AND MANAGEMENT ANALYST II**

09/89

**CHARACTERISTICS OF THE CLASS:**

Under direction performs responsible professional work in budget preparation, administration and review and operational management research and analysis; performs related duties as required.

**EXAMPLES OF DUTIES:**

Coordinates the development of long-range financial plans; participates in the preparation of budget revenue estimates; prepares multi-year revenues and expenditures forecasts and analyses; recommends revisions to annual budget instructions and forms; trains operating departments in budget preparation and implementation; reviews departmental expenditure requests and makes recommendations; confers with department representatives regarding operating methods and needs; prepares budget summary schedules; prepares recommendations for the preparation of the annual capital budget; coordinates the submission of capital improvements programs; performs long-range financial analysis of capital programs.

Coordinates implementation of the adopted budget; interprets and insures compliance with fiscal policies; monitors and reports on departmental expenditures, and initiates corrective action; insures that expenditures do not exceed appropriations; advises departments in maintaining proper budgetary controls; reviews and recommends requested changes to the adopted budget.

Reviews policies, objectives and operational plans of grant funded programs; advises on grant program matters; reviews and recommends submission of grant applications; recommends city matching funds requirements; reports on budgetary impact upon grant(s) termination.

Coordinates and monitors the development, implementation and progress of departmental long-range strategic plans and short-term operational plans; assists departments in developing operational goals and measurement techniques.

Performs general and specialized studies, surveys, and analyses of city government operations, organizations, methods and procedures; performs comprehensive management reviews in order to improve economy, efficiency and effectiveness and makes recommendations; conducts cost benefit and budget impact studies of proposals having financial impact on city services and revenues; conducts research studies as requested by Mayor and Council; supervises personnel as assigned; enters, retrieves and analyzes data from automated management information systems and personal computers.

***Minimum Qualifications***

**Training and Experience:** Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field (Master's Degree preferred) and three years of professional experience in budgetary or fiscal analysis and/or research and statistical analysis preferably in municipal operations; or an equivalent combination of training and experience.

**Knowledge, Abilities and Skills:** Considerable knowledge of operational and management research techniques, methods and procedures; considerable knowledge of municipal budgeting and accounting practices and procedures; considerable knowledge of financial research and analysis methods; good knowledge of statistics; good knowledge of municipal management practices and procedures; good knowledge of data processing methods; good knowledge of the use and care of IBM compatible computers and applications programs.

Ability to develop and implement research procedures and methodology; ability to analyze financial documents and records; ability to analyze, interpret and report findings; ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare oral and written reports and maintain records.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head

OFFICIAL